



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull
Governor

John L. Clayton
Director

November 28, 2001

WORKFORCE INFORMATION MEMO #11-01 Change 1

THIS INFORMATION MEMO SUPERSEDES WIM #11-01 DATED 9/10/01.

Please note changes in ***bold italics***.

SUBJECT: Submittal of Significant and Administrative Modifications to Local Workforce Investment Board (LWIB) Five-Year Plans

REFERENCE: P.L. 105-220, Section 118(a) Workforce Investment Act (WIA) dated August 7, 1998; 20 CFR, Part 652 et al., Section 661.355 WIA Final Rules dated August 11, 2000

BACKGROUND: Under the Workforce Investment Act of 1998, each Local Workforce Investment Board (LWIB) submitted to the Governor a comprehensive Five-Year Local Plan in partnership with the appropriate chief elected official for WIA Program Years 2000, 2001, 2002, 2003, and 2004 (July 1, 2000 through June 30, 2005). These local plans, written to concur with the Strategic Five-Year WIA State Plan, were approved by Governor Hull on October 27, 2000.

Additional directives in the WIA Final Rules call for procedures to be established which LWIBs must follow when making significant modifications to their Five-Year Plans. Significant modifications are those involving changes in local economic conditions; changes in the financing available to support WIA Title I and its partner-provided WIA services; changes to the local board structure ***or reorganization of roles and responsibilities of key One-Stop partners and programs***; or the necessity to revise strategies to meet performance goals. ***In addition, significant modifications would include changes to local policy that change the vision or the assumptions upon which the Five-Year Plan was developed or changes to the local area's service strategies for serving job seekers, employed workers or employers.***

Modifications to local Five-Year Plans are needed in order to maintain the viability of the service strategies and policies enumerated within their text. In the state's opinion, the Five-Year Plans serve as a management tool that allow local elected officials and Local Board members to continually evaluate the progress of local service providers and One-Stop operators in implementing the long-term goals and objectives for the local workforce development system. Therefore, Local Boards should be revisiting, at least on an annual basis, their Five-Year Plans to assess whether modifications are warranted.

If there are questions regarding whether a Plan Modification is required, local areas should contact Deborah Cayedito, State Department of Commerce, via e-mail at deborahc@azcommerce.com or by phone at (602) 280-8135.

ACTION REQUIRED: The procedure delineated below must be followed by all LWIBs when submitting **significant** modifications to their Five-Year Local Plans:

- (1) ***Local areas may submit modifications to their Five-Year Plans as necessary during the five-year period, and must do so in accordance with the same collaboration, notification and other requirements that applies to the original plan. Modifications to the Local Five-Year Plan are subject to the same public review and comment requirements that apply to the development of the original plan (i.e. 30-day public comment period). The local area must provide an opportunity for public comment prior to its submission to the State. The modification submission must describe the local area's process for ensuring meaningful public comment.***
- (2) Modifications must be submitted to the Governor's Council on Workforce Policy, no later than forty-five (45) days prior to a scheduled Governor's Council meeting. Council meeting dates may be obtained from the Arizona Department of Commerce/Office of Workforce Development at 3800 North Central Avenue, Suite 1500, Phoenix, Arizona 85012.
- (3) Four (4) originals of the proposed, modified LWIB Five-Year Plan shall be sent to:

Steve Partridge, Director
Arizona Department of Commerce, Office of Workforce Development
3800 North Central Avenue, Suite 1500
Phoenix, Arizona 85012
- (4) ***Modifications to the Five-Year Plans must have an original signature of the local elected official, and the name of the local elected official must be typed below, unless the local elected official has designated an appropriate official to serve as his or her official agency representative. In the case where an official agency representative has been designated, a formal statement in which the local elected official certifies the name of the agencies and officials that he or she has designated must be submitted to the aforementioned Arizona Department of Commerce contact.***
- (5) The Interagency Workforce Development Team (Arizona Department of Commerce, Arizona Department of Economic Security, and Arizona Department of Education) will review the modification(s) to an LWIB's Five-Year Plan and provide a response to the LWIB within fifteen (15) working days upon receipt of the proposed, modified Local Plan.
- (6) The Interagency Workforce Development Team's recommendation to accept or not to accept the modification(s) will be forwarded to the Governor's Council on Workforce Policy for action at the next scheduled Council meeting.
- (7) Within five (5) working days of the Council's approval, the Council's recommendation will be forwarded to the Governor's Office for approval or disapproval. Should the Council vote to disapprove the modification(s), the Plan will be returned to the Interagency Workforce Development Team for further work.
- (8) Should the Governor disapprove the Plan, the Plan will be sent back to the Interagency Workforce Development Team for further work.

For modifications to Local Plans that do not fall within the parameters stated above and would, therefore, be considered **administrative** modifications, LWIBs shall adhere to the following submittal procedure:

- (1) The Department of Economic Security/Workforce Development Administration (DES/WDA) will approve or disapprove administrative modifications to Local Five-Year Plans.
- (2) Four (4) copies of a transmittal letter (two containing original signatures of the LWIB chairperson and the Local Elected Official) must be submitted to the DES/WDA, accompanied by an executive summary and the page(s) of the local plan reflecting the proposed modification(s). All required documentation shall be sent to:

Stan Flowers, Acting Program Administrator
Department of Economic Security - Workforce Development Administration
1789 West Jefferson, Site Code 920-Z
Phoenix, Arizona 85007

- (3) The DES/WDA will notify the LWIB within ten (10) working days of its approval of the proposed modification(s). Should the DES/WDA find that the proposed modification(s) is (are) incomplete and require additional time for approval, the DES/WDA will notify the LWIB in writing. Administrative modifications that require additional time for approval shall not be retroactive to the original submittal and review dates.

For questions, please contact Ms. Nadine Talayumtewa, Manager, WDA Field Operations, at (602) 542-3957.

Sincerely,



Stan Flowers
Acting Program Administrator
Workforce Development Administration

- c: Steve Partridge, State Department of Commerce
Deborah Cayedito, State Department of Commerce
Deanna Khemani, U.S. Department of Labor